



TOWN OF CONCORD
HUMAN RESOURCES DEPARTMENT
TOWN HOUSE
P.O. BOX 535
22 MONUMENT SQUARE
CONCORD, MASSACHUSETTS 01742

TEL: 978-318-3025
FAX: 978-318-3024
hr@concordma.gov

August 28, 2014

Dear Applicant,

Thank you for your interest in the **School Crossing Guard** position with the Town of Concord. Enclosed with this letter is a description of the duties and qualifications for this position, as well as an application form. In order to be considered for this position, you must fully complete the application form and return it to the Town Human Resources Office. **Applications will be accepted until the position is filled.**

Please note that you may attach a resume to your application as additional information; however, the resume cannot serve as a substitute for completing the form in full. Emailed resumes are not accepted. Please do not include any information pertaining to age, race, color, religion, national origin, ancestry, gender, gender identity, sexual orientation and physical/medical condition or history.

You can expect to be notified as soon as a decision has been made regarding your standing in the process. We anticipate that everyone will have been contacted regarding their candidacy once a final decision has been made.

Again, thank you for your interest in the Town of Concord.

Sincerely,

Amy Traywick
Assistant Human Resources Director

Enclosures (2)

*The Town of Concord
is currently accepting applications for the limited-status position of:*

SCHOOL CROSSING GUARD
POLICE DEPARTMENT

Salary: \$20 per hour (2 hours minimum pay per day). No benefits.
Hours: 8:15 - 9:15 am and 3:15 – 4:15 pm

Applications accepted until position is filled.

ABOUT THE POSITION:

School Crossing Guards are responsible for directing traffic at assigned crossings to protect school children and to provide for the orderly movement of traffic.

General Duties:

- Report directly to the assigned crossing stations, be on time and remain until the conclusion of the assignment
- Ensure that children use the proper crossing locations and that no children are in the street while traffic is moving
- Be alert for the presence or potential traffic hazards in the area surrounding the assigned crossings. Submit to the Safety Inspector a written report of any such hazards with a recommendation for remedial steps to be taken.

APPLICATION PROCESS

All applicants are required to complete the attached Town application form. Resumes may be attached to the application form as additional information but cannot serve as a substitute for completing the form.

Applications will be received in the Concord Human Resources Office until the position is filled.

Emailed resumes are not accepted. The most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application

Appointment of the final candidate will be contingent upon completion of pre-placement conditions including a drug-screening, physical exam and a criminal record check. Costs for these pre-placement requirements will be borne by the Town.

Individuals who need accommodation in order to participate in this process should contact the Concord Human Resources Department.

The Town of Concord is committed to a diverse workforce and welcomes applicants with disabilities and/or from multi-cultural communities. EOE

Questions regarding this hiring process should be addressed to the:
Concord Human Resources Department
Town House, 22 Monument Square, P.O. Box 535, Concord, MA 01742
978-318-3025
www.concordma.gov/hr



TOWN OF CONCORD

An Equal Opportunity Employer

EMPLOYMENT APPLICATION

BOTH PAGES MUST BE LEGIBLY COMPLETED

Return to: Human Resources Dept., 22 Monument Square

OR Mail to: P.O. Box 535, Concord, MA 01742

Name _____
First Middle Last
Address _____
City _____ State _____ Zip _____
Home # (_____) _____ Cell # (_____) _____
Email Address _____

Position Applying for: **SCHOOL CROSSING GUARD**

How did you learn of this position, please be specific (i.e. Concord's website, Name of Newspaper, etc.): _____

Schedule: Continuous ☐ Seasonal ☐ Full Time ☐ Part Time ☐ Either ☐

Do you have relatives working for the Town of Concord? Yes ☐ No ☐

Are you, or any relative, a member of any Town Board or Commission? Yes ☐ No ☐

If yes to either, please specify _____

If hired, can you provide proof of citizenship or legal right to work in the US? Yes ☐ No ☐

Are you under 18 years of age? If yes, a work permit is required. Yes ☐ No ☐

SPECIAL SKILLS (Below please list special skills applicable to this position)

____ Typing (WPM _____)
____ Word Processing /
Equipment/Programs

____ Shorthand (WPM _____)

____ 10 Key Calculator
____ Computers -
Equipment/Programs

Licenses: _____

Shop or Heavy Equipment:

Other: _____

EDUCATION HISTORY

Highest Level of Education: _____ Grade School _____ High School Diploma or equivalent
____ Vocational, Technical Diploma or Certificate
____ Associates Degree _____ Bachelors Degree _____ Post Grad. Degree

Name and Address of Schools (High School and Above)	Major Fields of Study	Number of years completed or type of degree received

Other Training you received (e.g. Work Training Programs, Armed Forces Training, Special Courses, etc.):

Additional information that may be helpful in establishing your qualifications. (Awards, Professional Affiliations, etc.)

EMPLOYMENT RECORD

This section must be completed. A resume cannot be substituted. List most recent position first. Include relevant summer employment or work performed on a voluntary basis.

Name of Company _____ Dates Employed From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) _____ - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving (or Seeking Other Employment) _____

Name of Company _____ Dates Employed From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) _____ - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

Name of Company _____ Dates Employed From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) _____ - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

Name of Company _____ Dates Employed From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) _____ - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

I understand that entering into and continuing employment with the Town is subject to the verification of my statements and receipt of satisfactory references. I understand that any false answers or statements and/or withholding of information will be sufficient grounds to terminate my employment at any time.

Applicant Signature _____ Date _____

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liabilities.